

## FCCLA State Officers – Position Descriptions

<b>President:</b>	Preside over all business meetings of the organization and the State Executive Council; appoint, after consultation with the State Coordinator, the chair and members of all special committees not otherwise designated; be a member ex-officio of all committees and represent students on the Board of Directors; organize and conduct district STAR Events. Responsibilities include Alumni & Associates activities for our state.
<b>Secretary</b>	Keep an accurate record of annual State Leadership Conferences of the State Executive Council; attend to official correspondence; call the role at each State Leadership Conference; file past minutes and read correspondence at conferences; in the absence of the president, call the meeting to order and entertain a motion for a temporary chair; organize and conduct district STAR Events.
<b>Vice President of Public Relations:</b>	Prepare materials for state newsletter “FCCLA Speaks,” the national magazine “Teen Times,” and prepare materials for news releases; organize and conduct district STAR Events.
<b>Vice President of STAR Events:</b>	Promote STAR Events on state, district and local levels; help administer state STAR Events; plan and conduct
<b>Vice President of National Programs:</b>	Implement and promote national projects on state, district and local levels; recommend state projects; chair approved state projects; write news releases on state projects
<b>Vice President of Outreach:</b>	Implement and promote national projects on state, district and local levels; recommend state projects; chair approved state projects; write news releases on state projects for state publications; organize and conduct district STAR Events.
<b>Vice President of Membership:</b>	Promote National Membership Program; focus on membership at the local, district, and state levels; be chair
<b>District Directors:</b>	Are the ranking district officers and will be responsible for the district functions with assistance of the district adviser; serve on the program of work committees and be responsible for implementing the state and district program of work; and assist with the State Leadership Conference.
<b>National Officer or National Officer Candidate:</b>	Is a member of the Executive Council; will interpret FCCLA to the membership and carry out national responsibilities; promote membership activities at local, district and state levels; co-chair the membership committee. If not elected to a National office, will declare intent to serve as a state officer and duties assigned by state adviser.